

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 15-27

OPEN TO:	In-House Candidates Only	OPENING DATE: March 06, 2015
TITLE:	Acquisition and Assistance Specialist (Trainee)	CLOSING DATE: March 19, 2015
GRADE:	FSN-9 (Trainee Grade)	AGENCY: USAID
POSITION NO:	Multiple Positions	LOCATION: ISLAMABAD
SALARY:	Rs. 1,264,771 P.A. (Starting salary)*	

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking individuals for multiple positions of Acquisition and Assistance Specialist (Trainee) for the Office of Acquisition and Assistance (OAA) in Islamabad. At the full performance level, this position is classified at the FSN-11 grade level. However, the selected candidate will be offered a salary at the FSN-9 trainee grade level (Rs. 1,264,771 to Rs. 2,351,746 per annum). This salary range is not inclusive of other benefits and allowances.

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. There is no potential for the incumbent to become a permanent FSN-09 in this work assignment. Attainment of the higher grade levels is contingent upon the Specialist (Trainee) successfully completing required minimum qualifications, meeting agreed-upon objectives and milestones, and performing at the Fully Successful (or equivalent) level. Promotion to the FSN-10 and to the target FSN-11 grade levels is not mandatory, and failure to achieve that high level of performance may be the basis for reassignment, change to lower grade, or dismissal.

SIMPLY PASSING THE REQUIRED TIME IN A GRADE AND TAKING THE REQUIRED NUMBER OF COURSE HOURS DOES NOT AUTOMATICALLY QUALIFY EMPLOYEE FOR THE PROMOTION. IN ORDER FOR AN EMPLOYEE TO ADVANCE TO THE NEXT GRADE ALONG THE CAREER LADDER, THE EMPLOYEE MUST DEMONSTRATE FULL MASTERY OF ALL THE SKILLS, KNOWLEDGE AND APTITUDES REQUIRED FOR THE CURRENT GRADE; AND THE EMPLOYEE MUST DEMONSTRATE TO THEIR SUPERVISOR(S) STRONG EVIDENCE OF POTENTIAL TO SUCCEED FULLY AT THE NEXT HIGHER GRADE

BRIEF DESCRIPTION OF DUTIES: The primary purpose of this position is to perform a variety of acquisition and assistance duties including writing grants, cooperative agreements, contracts, and other procurement instruments and preparing amendments in support of the Mission. The incumbent reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends scopes of work (SOW); drafts requests for proposal or quote; performs cost and price analysis; analyzes proposals or quotes received; draft contracts and contract modifications; analyzes contractor's proposed budgets; recommends revisions to various contract provisions; writes memoranda of negotiation; and prepares other required documentation. The incumbent maintains contract files and records up to date, prepares Contractor's Performance Assessment Reports (CPARs) and supports award closeouts. The incumbent provides guidance related to administrative award modifications. The incumbent is responsible for carrying out day-to-day activities under the mentorship of more senior OAA employees.

QUALIFICATION REQUIRED AT THE TRAINEE LEVEL:

EDUCATION: A minimum of a Bachelor's Degree (16 years education) or the host-country equivalent formal education in a relevant field, such as business administration, economics, finance, marketing, commerce, accounting, international trade, industrial management, law, or other related field is required.

EXPERIENCE: A least three (3) or more years of directly relevant professional experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working

in a position equivalent to no less than the next lower level of responsibility in this or a related occupation, within a USG organization or within an international or donor organization work environment.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills will be tested during the recruitment process.

KNOWLEDGE: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of Acquisition Regulations, or knowledge and understanding of how to execute and administer a complex acquisition portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, a good knowledge and understanding of market and pricing methods is also required.

ABILITIES & SKILLS: The potential to acquire the ability to plan and administer acquisition activities, provide acquisition assistance and support for Agency programs and projects in a timely manner is required. The potential to gain the ability to apply contracting regulations, procedures and policies to individual acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the U. S. and Pakistan business community and with colleagues in Missions and/or host governments at all levels throughout Pakistan is required. Skills in the use of most elements (WORD, EXCEL, Power Point) of the Microsoft Business suite are required; skills in the use of other elements (ACCESS, PUBLISHER) are essential. Good analytical, negotiating and time management skills, along with strong proofreading skills and attention to detail are required. The ability to work calmly, tactfully and effectively under pressure is essential, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance procurement.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/mailling address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/mailling address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 19, 2015

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.